Green County 4-H
Older Youth Awards & Opportunities Application Packet
- Spring 2015 -

ALL MATERIALS DUE April 1, 2015

INTERVIEWS: APRIL 15, 2015

This packet contains:
Page 2: Overview of 4-H Scholarship and Awards
Page 3: It’s All About Life Skills!
Page 4: Tips for Composing Your Cover Letter & Resume
Page 5: Cover Letter Outline
Page 6: Sample Cover Letter
Page 7: Resume Outline
Page 8: Sample Resume
Page 9: Essay Question
Page 10: Adult Recommendation Form
Page 12: Interview Schedule Sheet

THE FINAL PRODUCT:
What you will submit by APRIL 1, 2015

☐ A cover letter
☐ A resume
☐ One page response to essay question(s)
☐ What Do You Think? Evaluation (page 11)
☐ Interview time selection sheet (page 12)
☐ One letter of recommendation from an adult who is familiar with your 4-H work and involvement (must not be a relative). This recommendation should be mailed separately to the Green County UW-Extension Office.

Please neatly paperclip all items together and submit to the Green County UW-Extension Office by April 1, 2015. Your application packet can be dropped off in person, e-mailed, or mailed to the UW-Extension Office.

Interviews will be held on Wednesday, April 15, 2015 at the UW-Extension Office in Monroe. Please see page 12 for instructions on including your choice of interview time with your application materials.
All application materials, as well as handouts to assist with your application process, are available at:
http://green.uwex.edu/4-h-youth-development/4-h-forms/

OVERVIEW OF 4-H SCHOLARSHIPS AND AWARDS

By completing the cover letter, resume, recommendation, and essay question and participating in an interview, you become eligible for the following scholarships and awards!

Wisconsin 4-H Key Award

This award recognizes members in 11th grade and older who have shown consistent growth in their 4-H program, who have developed their leadership ability, and who have been helpful to other members in their club and community. You must have completed at least three years of 4-H club membership and one year of youth leadership. For 2015, up to 4 members can be selected. This number equates to 2% of the total youth 14 years of age and older that were enrolled in the Green County 4-H program during the previous year.

4-H Adult & Junior Leaders Association Scholarship

Applicants must have been enrolled in Green County 4-H for at least three (3) years, and be enrolled or planning to enroll at a university, college or technical school during the 2015-2016 academic school year.

- Junior Leader Scholarship: To be eligible for this scholarship, applicants must also have been active in the Junior Leaders organization for a minimum of one (1) year, with preference given to youth who have been active in Junior Leaders for three (3) or more years.

Scholarships will be awarded to students graduating from high school and/or enrolled in 4-H's 13th grade (1 year past high school). Applicants can earn one (1) scholarship one (1) time per year, either the Junior or Adult Leaders scholarship. Youth can re-apply if still eligible.

There are six $500 scholarships available annually: 3 adult leaders and 3 junior leaders. The scholarship interview committee reserves the right to change the number of scholarships awarded based on the quality and quantity of applications received.
Older Youth Opportunities & Recognition Application Process:

It’s All About Life Skills!

The Green County 4-H program uses an application and interview process to support you in building life skills as you pursue extraordinary 4-H opportunities and recognitions. These are the components of the process and the life skills on which they focus:

**Part 1:** You must complete a cover letter, resume, and essay and collect a recommendation letter to submit as a written application. You must use **goal setting** skills as you identify which recognitions and opportunities you wish to apply for. You must also use **self-discipline** to prepare the materials and ensure they are submitted on time. Working on the written application materials builds **record keeping** and **communication** skills while simultaneously preparing you for the workforce. You will need to write about your 4-H experiences in a way that highlights the practical skills you have developed. 4-H adult volunteers will review the written application materials.

**Part 2:** Youth applicants participate in an interview with a small panel made up of 4-H adult volunteers, representatives from businesses and organizations from throughout Green County, and friends of 4-H. In the interview setting, you will practice **communication** and **social skills** as you talk about your 4-H experiences in a way that is understandable to people both within and outside of the organization. You will also use your **critical thinking** skills as you formulate appropriate answers to interview questions.

**Part 3:** You will receive notification about whether or not you were selected for an award or scholarship opportunity. You can build **resiliency** and **character** as you receive feedback on what you did well and what you could improve on if you were to apply again.
TIPS FOR COMPOSING YOUR COVER LETTER AND RESUME

- Use a computer. You can save your work and make revisions as necessary from year to year. If you do not have a computer at home, work with your school, a friend, or a local public library. The cover letter, resume, and essay questions must be typed with a computer.

- Plan ahead. Go through each part of the resume and cover letter before typing. Collect your thoughts, and use the guide materials in this packet. Translate your skills into action oriented, concise descriptions. As much as possible, think of your 4-H experience as a job. What do you do? What skills have you developed as a result of participation in 4-H? How have you personally changed as a result of your 4-H experience?

- Order is important. Resumes are typically put together by organizing information in the order that it happened. Arrange information in reverse chronological order (most recent first) within the sections designated in the examples in this packet.

- Consider layout, design, and abbreviations. Your cover letter and resume should be easy to read and understand. Arrange your resume as illustrated in the sample copy provided. Choose a common and professional font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no larger than 12 point. Use the same font throughout your application documents. Use between .5” and 1” margins at the top, bottom, and both sides of your page. Avoid using too many abbreviations, as not everyone is familiar with them. If you do use an abbreviation, please include what it means in parentheses after the abbreviation the first time it is used in the resume.

- Your resume may be one to two pages long, but no more than two pages.

- Individualize it. This is YOUR resume and cover letter. Add your own personality to it.

- Proofread it. Your documents should be free of spelling and grammatical errors. Use spell check and follow up by having at least two other people proofread your cover letter, resume, and essay response. This is where many people have minor mistakes! Don’t lose points in the process by forgetting to proofread your documents.

- Ask for help if you need it! If you have never gone through this process, you will probably have questions. Don’t hesitate to ask! Ellen’s office number is (608) 328-9440 and her e-mail is ellen.andrews@ces.uwex.edu. If it’s after office hours, leave a message with a time that will be good for Ellen to get in touch with you. Make sure to ask questions or get clarification if you don’t understand something.
COVER LETTER OUTLINE

Date (that you are mailing it in)  (Note: Use a font size no smaller than 11 pt. and no larger than 12 pt.)

Green County 4-H Program
UW-Extension Green County
2841 – 6th Street
Monroe, WI 53566

Dear Selection Committee:

PARAGRAPH 1: What are you sending and why are you sending it? Include a listing of the scholarship and/or awards for which you want to be considered (ex. Junior Leaders Scholarship, Key Award)

PARAGRAPHS 2 & 3: These are the “why me?” paragraphs. Explain in no more than two paragraphs why you are uniquely qualified to represent Green County 4-H. Ask yourself what distinguishes you from other applicants. Also share why you are interested in receiving this award/scholarship. Give examples to help explain your statements.

FINAL PARAGRAPH: Close the letter. Thank the committee for considering your application.

Sincerely,

Type Your Name Here As You Will Sign It Above
(Don’t forget to sign your letter!)

IMPORTANT: Please compose the cover letter in your own words, not in the exact words from the sample on the next page!
October 10, 2014

Green County 4-H Program
UW-Extension Green County
2841 – 6th Street
Monroe, WI 53566

Dear Selection Committee:

It is my pleasure to submit my resume and essay response to be considered as a delegate for Wisconsin 4-H and Youth Conference.

This is my seventh year as a 4-H member. I have been very active with my projects and as a member in my club, Lucky Clovers. My enclosed resume highlights my 4-H involvement. Participation in county programs including Wild Wacky Day Camps and Friends Helping Friends has made me interested in attending Wisconsin 4-H and Youth Conference. I have heard from other 4-H members about how it is a good opportunity to help me grow as a youth leader.

4-H has provided me with some great experiences. I have increased my communication skills by participating in the county Arts & Communication Festival, as well as serving as secretary for my club. I have learned to give back to my community by helping with my club’s senior citizens holiday party and helping at the local food pantry.

Last year I became involved as a county Cloverbud project youth leader. I enjoyed working with other youth and adults from Green County to plan the county Cloverbud events and workshops. I had to learn to work as part of a planning team to get ready for a program. One of my jobs was preparing packets of craft project materials before a meeting and then teaching the craft to Cloverbuds. This was a chance for me to use my organizational and leadership skills. Other 4-H members who attended Wisconsin 4-H and Youth Conference told me about the opportunity to take youth leadership seminars. If I got to attend I would do a good job representing Green County and would use the leadership skills and project ideas from these seminars in my club and in the county Cloverbud project.

I hope to attend Wisconsin 4-H Youth Conference to grow as a youth leader and to meet other people. My strong communication skills and willingness to grow as a youth leader make me a great candidate.

Thank you for considering my application. I look forward to speaking with you during the interview.

Sincerely,

Chris Clover

Chris Clover
RESUME OUTLINE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
PHONE NUMBER
E-MAIL (if applicable)

EDUCATION

School name, grade in school

4-H SUMMARY

4-H club name, years in 4-H (do not count years as a Cloverbud)
List all projects in which you are or have been enrolled. Include the
number of years you have been or were a member of that project.
Indicate in which projects you are currently enrolled.

4-H ACTIVITY INVOLVEMENT

Summarize the 4-H activities in which you have participated and the
number of years you participated. Include both club and county
involvement. (Prioritize activities if limited in space; quality over quantity)

SKILL DEVELOPMENT

Translate what you have learned as a result of participation in 4-H
projects and activities into skills you have developed.

PERSONAL DEVELOPMENT

Translate what you have personally gained as a result of participation in
4-H projects and activities into personal attributes.

OTHER ACTIVITIES

In this section, include school activities, work experience,
or other community/extracurricular activities and the number of years
you participated.

IMPORTANT: Please compose the resume in your own words, not in the exact words from the
sample on the next page!
CHRIS CLOVER
4hrocks@email.com
425 Green Lane
Forestville, WI 12345
(608) 444-4444

EDUCATION
Forestville High School, 10th grade

4-H SUMMARY
Lucky Clovers 4-H Club, 6 years
Arts & Crafts, Archery, Photography, Sheep, 5 years (current projects)
Foods & Nutrition, 3 years
Poultry, 2 years

4-H ACTIVITY

IN INVOLVEMENT

Club:
Offices held: Reporter, Treasurer, Vice President
Fundraising Committee, 2009-2013
Senior Center Community Service Project, 2008-2013
Parade Float Committee, 2008-2012
Window Display Committee, 2008-2010

County:
Delegate to CWF, 2013
Animal Science Committee, 2011-2013
County Fair Assistant, 2009-2013
Delegate to 4-H American Spirit, 2012
Delegate to State 4-H & Youth Conference, 2011

State:
Art Team, 2012-2013

SKILL DEVELOPMENT
*Gained knowledge of effective photograph composition
*Developed proficient knowledge of sheep nutrition, fitting, and showing
*Identified optimum feeding rations for market animals, staying within farm budget and utilizing crops produced
*Advanced showmanship skills through workshops and competition experiences
*Collected 57 pairs of mittens for community service project
*Documented growth and learning in project areas annually through record book
*Strengthened organizational skills through arrangement of state art exhibit featuring over 100 pieces of artwork

PERSONAL DEVELOPMENT
*Strengthened communication skills, including spoken and written
*Grew as a team player and role model
*Exhibited sportsmanship in and out of competitive situations
*Organized special events and meetings while paying close attention to detail
*Used parliamentary procedure to manage club meetings with over 30 members
*Taught groups of up to 10 younger members in sheep, arts & crafts, and archery
*Worked with peers, younger members, and adults on multiple committees

ACTIVITIES
*Dish Washer at Tasty Restaurant, 2012-2013
*Community Choir, 2010-2013
*Forestville High School Soccer Team, 2012-2013
*Violin Lessons, 2008-2013
ESSAY QUESTION

Include in your application packet a one-page response to this essay question:

4-H youth learn the importance of teamwork, communication and critical thinking through involvement in clubs, groups and decision-making activities. How has 4-H enable you to learn and practice these important workforce skills? In what ways do you feel more prepared for your future, as a result of your participation in 4-H?

Tips for completing your essay response:

- Choose a common and professional font, such as Arial or Times New Roman. Your font size should be no less than 11 point and no larger than 12 point. Use the same font throughout your document.
- Include your name, grade, and 4-H club at the top of the page for your essay response.
- The essay response should be single-spaced.
- Use 1” margins at the top, bottom, and both sides of your page.
- Your essay response should be no more than one page long.
- Include information from throughout your 4-H experience.
- Be thoughtful and honest in your response.
- Proof read your essay response, and have someone else proof read it as well for accuracy in grammar and spelling.
- You will be evaluated on your depth of thought and how clearly you can communicate.
ADULT RECOMMENDATION

The following applicant, ___________________________________________, is applying to represent the Green County 4-H Program as a 4-H award and/or scholarship recipient. You have been identified as a person who could speak to their qualifications for these recognitions.

Please complete the following recommendation and return as directed below.

1.) Below or on a separate sheet, please discuss why the applicant is deserving of the trip and/or honors. Feel free to describe the applicant’s leadership skills (ex. communication, listening skills, presentation skills, self-confidence, teamwork, time management, responsibility, etc.) as well as any additional information that would be helpful to the selection committee.

Name (print): ______________________________________________________
Signature: _______________________________________________________
Title/Relationship to Applicant: _____________________________________

Recommendations should be sent directly to:

Green County 4-H Program
UW-Extension Green County
2841 – 6th Street
Monroe, WI 53566

DEADLINE DATE: APRIL 1
What Do You Think? Evaluation

Please complete the following evaluation and submit with your application materials.

1. As a result of constructing my cover letter/resume, I: (check all that apply)
   ____ learned more about myself *(If checked, list at least one thing that you have learned)*:
   
   ________________________________________________________________

   ____ better understand why I’m in 4-H

   ____ know how to put a resume together

   ____ better understand what skills I have gained from 4-H

   ____ will set higher project goals this year *(If checked, list at least one goal you are setting this year)*

   ________________________________________________________________

   ____ will take on a new 4-H challenge this year *(If checked, list at least one new challenge you plan to take on this year)*

   ________________________________________________________________

   ____ Other(s): *(Please list)*

   ________________________________________________________________

2. Please share other comments/suggestions about the application and interview process:

   ________________________________________________________________

   ________________________________________________________________

   ________________________________________________________________

Thank you!
OPPORTUNITY/AWARD INTERVIEW SCHEDULE

Please check (v) your choice of time to be interviewed. Face-to-face interviews are preferred, but interviews via phone or Skype will also be accepted.

Also, please write in if there is any time you could definitely not interview. Thank you.

Interviews APRIL 15, 2015

___ 6:00 p.m.  ___ 7:15 p.m.

___ 6:15 p.m.  ___ 7:30 p.m.

___ 6:30 p.m.  ___ 7:45 p.m.

___ 6:45 p.m.  ___ 8:00 p.m.

___ 7:00 p.m.  ___ 8:15 p.m.

Please return this form with your application materials. **Due April 1ST.**

Name _____________________________________________

This application packet was adapted by Ellen Andrews, 4-H Youth Development Educator for Green County, from a packet created by Brianna Stapleton Welch, 4-H Youth Development Educator for Washington County 4-H. Materials are also based on materials from Door County 4-H, Rock County 4-H, and Fond du Lac County 4-H. Updated February 2015.